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ABSTRACT

This bibliography is meant to provide coverage of all aspects of management related to personnel evaluation, including affirmative action, management by objectives, communication, interpersonal relationships, interviewing, and organizational environment. Most items were published between 1967 and 1977 and are listed in two sections: (1) audiovisual materials--cassettes, films, video cartridges, video tapes, audio cassettes, filmstrips, and transparencies; and (2) printed materials. All materials are arranged alphabetically by title and a subject index is included. (KP)

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PERSONNEL EVALUATION; a bibliography of articles, audiovisual materials and books prepared for use at the 2nd Library Personnel Evaluation Institute, Normal, Illinois, March/April 1978.

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

March 1978

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Introduction

This bibliography was compiled to provide attendees of the Institute with a list of source materials. While not comprehensive, it is meant to provide coverage of all aspects related to personnel evaluation (e.g., communication, interpersonal relationships, interviewing, organizational environment). The majority of the citations are to materials published within the last ten years.

During the first Institute a great deal of time was spent on management by objectives (MBO) techniques. For this reason there are a number of citations to materials which discuss MBO. There are few citations to MBO materials in library literature, most items came from management literature. This is true for all aspects of personnel evaluation.

The bibliography is divided into two parts: audiovisual and printed materials. The audiovisual materials are subdivided into 3 parts and arranged alphabetically by title within each. The printed materials are in alphabetical order by title with a broad subject index at the end.

To make the bibliography as current as possible a supplement to printed materials will be passed out during Institute registration. Item numbering will continue from the basic bibliography and the index will be to all items.

I wish to thank Mary Storment for typing the bibliography under less than ideal conditions.

Richard Wallace

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AUDIOVISUAL MATERIALS

Part I A

Cassettes, films, video cartridges, and videotapes

Applying management by objectives.
(29 min., 16mm, b/w)

The appraisal.
(1974, 6 min., videotape, color)

The appraisal interview.
(1972, 27 min., video cassette, color)

Art and science of professional supervision. [series]
How the professional supervisor coaches
How the professional supervisor communicates
How the professional supervisor motivates
How the professional supervisor organizes
How the professional supervisor plans
How the professional supervisor solves
The professional supervisor - what he is

Art of motivation.
(1973, 10 min., 16mm, color)

Basic principles of supervision. pt.1
(1965, 30 min., 16mm, b/w)

Basic principles of supervision. pt.2
(1965, 30 min., 16mm, b/w)

Basic principles of supervision. pt.3
(1965, 30 min., 16mm, b/w)

Basic principles of supervisory management.
(5 min., 16mm, color)

Building a climate for individual growth.
(1969, 25 min., 16mm, color)

The chief of volunteer services.
(1974, 6 min., videotape, color)

Colt; a case history.
(1969, 24 min., 16mm, b/w)

Controlling turnover and absenteeism. [series]
Four factors in behavior
How to discipline to improve attendance
Stimuli which reduce turnover
Study of things which influence behavior
Suggestions about correcting and criticizing
Summary
Understanding frustration and its effects
Using stimuli to influence behavior

The correct way of correcting.
(1973, 22 min., 16mm, color / 1973, 24 min., video cassette, color)

The counsel interview.
(15 min., 8mm cartridge, color)

Counting what counts - work counts.
(1973, 10 min., 16mm, color)

The critical role of performance review.
(1971, 30 min., videotape, color)

Defining the manager's job.
(1970, 21 min., video cassette, color)

Developing performance standards.
(1971, 30 min., videotape, color)

The discipline interview.
(16 min., video cassette, color)

Effective leadership.
(1967, 32 min., 16mm, b/w)

Effective organization. [series]
Assessing management potential
Confronting conflict
Making human resources productive
Management by participation
Pay for performance
Team building

Establishing performance criteria.
(29 min., 16mm, b/w)

Establishing performance skills and goals.
(1968, 29 min., 16mm, b/w)

Eye of the supervisor.
(1971, 12 min., videotape, color / 12 min., 8mm cartridge, color / 13 min., 16mm, color)

The face-to-face payoff: dynamics of the interview.
(1975, 28 min., 16mm, color / 28 min., video cassette, color)

51% .
(1972, 20 min., 16mm, color / 20 min., video cassette, color / 20 min., 8mm, color)

A full day's work.
(1974, 5 min., videotape, color)

The goya effect.
(30 min., 8mm cartridge, color / 30 min., video cassette, color)

Guiding and developing employees.
(1967, 27 min., 16mm, color)

How good is a good guy?
(1960, 21 min., 16mm, b/w)

How the professional supervisor coaches and counsels employees.
(30 min., 16mm, color)

How the professional supervisor communicates effectively.
(30 min., 16mm, color)

How the professional supervisor motivates people - extrinsically.
(30 min., 16mm, color)

How the professional supervisor motivates people - intrinsically.
(30 min., 16mm, color)

How the professional supervisor organizes and manages.
(30 min., 16mm, color)

How the professional supervisor plans for and achieves results.
(30 min., 16mm, color)

How the professional supervisor solves problems and makes decisions.
(30 min., 16mm, color)

How to improve managerial performance; the AMA performance standards program. [series]
- The appraisal
- The assistant
- The chef of volunteer services
- Concepts of management
- A full day's work
- How to improve managerial performance
- Management organization and position
- The new position
- The new principal
- Performance appraisals
- Program overview
- Standards of performance

How to improve managerial performance; the AMA performance standards program.
(1974, 11 min., videotape, color)

How'm I doing (performance reviews that get results).
(30 min., videotape, color)

How's it going?
(1961, 13 min., 16mm, color)

Interviewing.
(1974, 26 min., 16mm, color)

Interviewing for results. [series]
Application of skills
Building trust
Establishing performance skills and goals
Introduction to two-way exchange
Problem solving
Reviewing performance

Interviewing principles and techniques.
(1951, 14 min., 16mm, b/w)

Interviews and process recordings.
(1971, 30 min., 16mm, b/w)

Job responsibilities and measurement.
(29 min., 16mm, b/w)

Judging people.
(1962, 23 min., 8mm cartridge, b/w / 23 min., video cassette, b/w)

Knowing your employees - individual differences.
(1967, 19 min., 16mm, color)

Leadership: style or circumstance?
(1974, 30 min., 16mm, color)

Listen please.
(1959, 10 min., 16mm, color / 10 min., video cassette, color)

The making of a decision.
(1968, 32 min., video cassette, color / 32 min., 8mm cartridge, color)

Management by objectives.
(1968, 27 min., 16mm, color / 27 min., video cassette, color)

Management by objectives. [series]
Colt - a case history
Defining the manager's job
Focus the future
Management by objectives
Management training
Performance and potential review

Management by objectives. [series]
Applying management by objectives
Establishing performance criteria
Innovation by objectives
Job responsibilities and measurement
Organizational goal-planning
Problem solving by objectives

Management by objectives and performance appraisal. [series]
MBO, pt. 1: What is MBO
MBO, pt. 2: Developing objectives
MBO, pt. 3: Performance appraisal

Management, motivation, and the new minority worker.
(30 min., 16mm, ?)

The management of human assets.
(1967, 28 min., 16mm, color)

The manager and the law.
(1975, 19 min., 16mm, color)

Managing and communicating by objectives.
(1966, 29 min., 16mm, b/w)

Managing in the new environment.
(1975, 2 hrs., 30 min., video cassette, color)

Managing innovation more effectively.
(1971, 50 min., video cassette, b/w)

MBO, pt. 1: What is MBO.
(1969, 15 min., 16mm, color)

MBO, pt. 3: Performance appraisal.
(1975, 15 min., 16mm, color)

Motivation.
(1965, 30 min., 16mm, b/w)

Motivation and productivity. [series]
Human nature and organizational realities
The management of human assets
Motivation in perspective
Motivation through job enrichment
The self-motivated achiever
Strategy for productive behavior
Theory X and Theory Y - the work of Douglas
Understanding motivation

Motivation in perspective.
(1969, 20 min., 16mm, color)

Motivation to work. [series]
ABC man - the manager in mid career
Building a climate for individual growth
Job enrichment in action
Kita, or what have you done for me lately
The modern meaning of efficiency

The nature of interviewing.
(3 hrs., video cassette, color)

The new principal.
(1974, 5 min., videotape, color)

Nuts and bolts of performance appraisal.
(1973, 32 min., videotape, color)

Observation.
(1974, 15 min., 16mm, color)

Participation.
(1965, 30 min., 16mm, b/w)

Pay for performance.
(1971, 30 min., 16mm, color / 30 min., video cassette, color)

People are just people.
(1966, 18 min., 16mm, color)

Performance and potential review.
(1970, 23 min., video cassette, color)

Performance appraisals.
(1974, 28 min., videotape, color)

Performance counseling.
(21 min., 16mm, b/w)

Performance evaluation.
(1960, 26 min., 16mm, b/w)

Performance evaluation.
(1969, 10 min., 16mm, color / 9 min., 8mm cartridge, color)

Performance review.
(1959, 20 min., 16mm, b/w)

Performance reviews based on work results.
(?, video cassette, ?)

Performance reviews that build commitment. [series]
The critical role of performance review
Developing performance standards
The review that builds commitment
Supportive coaching
Why the traditional approach fails
Writing challenging specific objectives

Performance reviews that get results.
(1974, 30 min., videotape, color)

Personnel management. [series]
Communications
Employment interview
Grievance hearing
Job evaluation and merit rating
Supervisory conferences

Potential unlimited.
(1963, 20 min., 16mm, color)

Questioning and listening.
(2 hrs., video cassette, col.)

The review that builds commitment.
(30 min., videotape, color)

Reviewing performance.
(1968, 29 min., 16mm, b/w)

The rewards of rewarding.
(1973, 24 min., 8mm cartridge, color / 24 min., 16mm, color)

Something to work for.
(1966, 30 min., 8mm cartridge, color)

Standards of performance.
(1974, 26 min., videotape, color)

Styles of leadership.
(1962, 26 min., 8mm cartridge, color)

Suggestions about correcting and criticizing people.
(29 min., 16mm, b/w)

Supervision.
(1964, 28 min., 16mm, b/w)

The supervisor; motivation through insight.
(1971, 12 min., videotape, color)

Supportive coaching.
(1974, 30 min., videotape, color)

Telling it like it is.
(30 min., videotape, color)

Thanks a'plenty boss. [series]
The correct way of correcting
The rewards of rewarding

The trouble with Archie.
(1963, 11 min., 16mm, color)

Understanding frustration and its effects.
(29 min., 16mm, b/w)

Understanding human behavior.
(1959, 29 min., 16mm, color)

Understanding motivation.
(1967, 28 min., 16mm, color)

The way I see it.
(1965, 23 min., 16mm, color / 23 min., video cassette, color)

Where are you? Where are you going?
(24 min., video cassette, color)

Why the traditional approach fails.
(1971, 30 min., videotape, color)

Working with people.
(1965, 30 min., 16mm, b/w)

Writing challenging specific objectives.
(1974, 30 min., videotape, color)

You're coming along fine.
(1968, 23 min., video cassette, b/w / 23 min., 8mm cartridge, b/w)

Part I B

Audio cassettes, filmstrips and transparencies

The appraisal interview.
(1969, ?, sound filmstrip, color)

Appraising performance; an interview skills course.
(?, audio cassette)

Assessing employee potential. [series]
(1972, 10-16 min., 5 sound filmstrips, color)

Coaching.
(1971, ?, sound filmstrip, color)

The counseling interview.
(1969, ?, sound filmstrip, color)

The disciplinary interview.
(1969, ?, sound filmstrip, color)

Executive and supervisory work performance.
(?, 24 min. audio tape)

The exit interview.
(1969, ?, sound filmstrip, color)

General principles of interviewing.
(1969, ?, sound filmstrip, color)

Goal setting for professionals.
(?, 60 min., audio cassette)

How to use goal-setting to increase productivity.
(?, 60 min., audio cassette)

M.B.O. for the not-for-profit enterprise.
(?, 18 transparencies, color)

Management by objectives.
(?, 19 transparencies, color)

Management by objectives.
(?, 3 audio cassettes)

Management by objectives; management of the non-profit organization.
(?, 40 min., audio cassette)

Managing for results.
(1971, ?, sound filmstrip, color)

Modern performance review.
(?, 28 transparencies, color)

OD to MBO or MBO to OD; does it make a difference.
(?, 60 min., audio cassette)

Pay for performance.
(?, 30 min., audio cassette)

The performance appraisal. [series]
(1971, 8-10 min., 3 sound filmstrips, color)

Performance measures for the public library and their meaning for management. [series]
(?, 3 audio cassettes)

Performance standards for librarians. [series]
(?, 4 audio cassettes)

Rating employee performance.
(1957, ?, sound filmstrip, b/w)

You and your supervisor.
(1973, ?, sound filmstrip, color)

Part II

Affirmative action; a bibliography of audiovisual materials

Affirmative action and the supervisor: it's not simply black and white.
(1975, 20 min., 16mm, color)

EEO; goals, quotas, and merit principles.
(1974, ?, 42 slides with script, color)

EEOC.
(1971, 44 min., 16mm, color)

Equal employment opportunity.
(?, 60 min., audio cassette)

Equal employment opportunity and affirmative action.
(1973, 28 min., 16mm, b/w)

Equal opportunity and control of the work place.
(?, 60 min., audio cassette)

Equal opportunity management. [series]
Managing in the new environment
The necessity for change

In living color.
(1972, 12 min., 16mm, color)

Legal responsibilities: affirmative action and equal employment.
(1976, ?, 72 slides with cassette, color)

The struggle for Los Trabajos.
(1971, 58 min., 16mm, color)

The supervisor and equal employment opportunity.
(1971, 35 min., 16mm, color)

Part III

Sources

NICEM index to educational films. (6th ed.)

SIU films. (1976)

Training film profiles. (v.1-8)

University of Illinois film catalog. (1975 + supplements)

Video blue book. (1975)

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